



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<http://www.jobs.inSunnyvale.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Heavy Equipment Operator**

An Equal Opportunity Employer

SALARY

\$28.23 - \$36.03 Hourly
\$2,258.22 - \$2,882.11 Biweekly
\$4,892.80 - \$6,244.58 Monthly
\$58,713.62 - \$74,934.91 Annually

OPEN DATE: 10/05/11

CLOSE DATE: 10/13/11 (Extended due to technical difficulties with NEOGOV)

THE POSITION

**HEAVY EQUIPMENT OPERATOR
(CLOSED PROMOTIONAL)**

FINAL FILING DATE EXTENDED TO 5:00 PM ON OCTOBER 13, 2011

**\$28.23 - \$36.03 Hourly
\$2,258.22 - \$2,882.11 Biweekly
\$4,892.80 - \$6,244.58 Monthly
\$58,713.62 - \$74,934.91 Annually**

***THIS PROMOTIONAL OPPORTUNITY IS AVAILABLE TO ALL CURRENT REGULAR CITY OF
SUNNYVALE EMPLOYEES***

Regular Full Time Employment Opportunity

Under general direction performs work of moderate difficulty in operating heavy motorized construction equipment requiring a high degree of skill in the pavement maintenance of city streets; and performs other related work as required.

Distinguishing Characteristics

Heavy Equipment Operator is an advanced-journey level classification which performs work of moderate difficulty in operating heavy motorized construction equipment. This classification is distinguished from the next higher level classification of Public Works Crew Leader in that the latter is a working supervisor and coordinates the work of a Public Works program field crew. It is further distinguished from the next lower classification of Senior Maintenance Worker in that the latter performs skilled manual tasks and does not operate heavy equipment.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Operates all types of equipment such as, dump trucks, street sweepers, backhoes, oil distributors, paving boxes, chip spreaders, rollers and front-end loaders in the maintenance of streets.
- Performs minor repairs on equipment and reports the need for major repairs; checks and adjusts fluid levels, greases and lubricates moving parts as required.
- Identifies equipment needed for each assigned project.
- Performs duties of Maintenance Worker series.
- Updates Public Works Supervisor regarding work in-progress and problems encountered.
- Completes and submits daily, weekly and monthly work reports.
- Loads and transports construction equipment to and from the work site.
- Operates jackhammer and other construction tools.
- Provides training to lower level staff in the operation of equipment.
- May provide lead guidance to assigned personnel.
- May act as the Public Works Crew Leader in his/her absence.
- Perform other duties as assigned.
- Provides information to Public Works Supervisor regarding performance of sub-ordinates.
- Completes and submits daily, weekly and monthly work reports that are completed correctly and submitted in a timely manner.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education & Experience

Any combination of education and experience that provides the required knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications would be graduation from high school or tested equivalent and two years of experience in the operation of oil distributors, paving boxes, street sweepers, street rollers, backhoes and/or other heavy construction equipment.

Thorough knowledge of:

- Mechanical operation of heavy diesel and gas powered construction and maintenance equipment, including loaders, rollers, street sweepers and backhoes.
- Safety practices and procedures in the operation of heavy equipment.
- Minor equipment repairs and adjustments.
- Traffic laws, ordinances and rules involved in truck and equipment operations.
- Record keeping procedures.

Skill in:

- Operating a variety of complex driven equipment.
- Attaching auxiliary pieces to power-driven equipment.

Ability to:

- Operate heavy diesel and gas powered construction and maintenance equipment; understand the operation of, and effectively utilize all assigned equipment.
- Provide lead direction to work crews.
- Make arithmetic calculations of areas and volumes.
- Perform routine maintenance and safety checks of equipment.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Locate utilities and understand Underground Service Alert (USA) procedures.
- Perform a variety of semi-skilled and skilled construction maintenance tasks.
- Work independently or as a member of a crew, as assigned.
- Prepare accurate and timely records and reports.
- Read grade stakes, blueprints, storm drainage maps, and construction plans.
- Observe safety rules and work in a safe manner.

Willingness to:

- Wear a uniform.
- Perform on-call duty assignments and call-back work as required.
- Wear personal protection equipment.

Licenses and Other Requirements

Possession and continued maintenance of a valid California Commercial class A driver's license with tanker endorsements and a safe driving record.

APPLICATION AND SELECTION PROCESS

FINAL FILING DATE EXTENDED TO 5:00 PM ON OCTOBER 13, 2011

APPLICATION PROCESS

If you are interested in this opportunity, please submit your City of Sunnyvale employment application and responses to the supplemental questionnaire to the Department of Human Resources no later than **5:00 p.m. on Thursday, October 13, 2011 (Extended due to technical difficulties with NEOGOV)**.

City application forms, completed in full, are required, as well as the responses to the required supplemental questions. Candidates are asked to fully describe any training, education, experience and/or skills relevant to this position. Resumes are not accepted in lieu of the application, please do not indicate "see resume".

Electronic applications may be submitted on-line through the City's employment page at PromotionalJobs.inSunnyvale.com or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94088. Postmarks or faxes will not be accepted.

Please note that all application materials, including those that are mailed by US Post Service or dropped off at the Department of Human Resources office, must be received by 5:00 pm, Thursday, October 13, 2011. (Extended due to technical difficulties with NEOGOV).

EXAMINATION PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. This competitive application screening process constitutes an exam. Based upon a review of the application materials, qualified candidates will be placed on the eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Any candidate, selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, **failure to disclose conviction history will result in refusal of employment or termination.** Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Please note: Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Full-time positions in this job classification are represented by the Sunnyvale Employee Association (SEA) and are subject to agency shop provisions.

To be considered for this promotional opportunity, eligible employees must have an overall rating of competent on the most recent performance evaluation.

Please note: In the event two or less applicants meet the minimum qualifications for this position, an eligibility list will not be established. The applications of qualified individuals will be transferred to the Open Competitive recruitment process for the same position and considered together with the rest of the external applicant pool.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.inSunnyvale.com>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #11-00033-CP
HEAVY EQUIPMENT OPERATOR
TP

Heavy Equipment Operator Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.***

☐ By checking the box on the left, I indicate that I have read the **Instructions for completing the supplemental questionnaire** and in accordance with these instructions, I understand that written responses to the following questions are required to evaluate my qualifications and my application to be considered complete.

* 2. Are you a current, regular full-time or regular part-time City of Sunnyvale employee?

- ☐ Yes
☐ No

* 3. Do you have a high school diploma or an equivalent (GED)?

- ☐ Yes
☐ No

Supplemental questionnaire continued on the next page.

4. Do you possess a valid California class A driver's license with tanker endorsement?
- * 5. Please describe in detail your related experience in the operation of oil distributors, paving boxes, street sweepers, street rollers, backhoes and/or other heavy construction equipment as it relates to this position. Please include the following information: * The number of years of experience you have had performing the duties that you are describing; The name(s) and types(s) of organization(s) where you obtained such experience; and, Your role and specific responsibilities within the organization(s).

* Required Question